

Office of the Secretary of State

**Division of Archive & Records
Management
Rate Day
April 1, 2004**

**Due to increased costs,
our rates will increase
across the board by 10%
in the 2005-07 biennium.**

APRIL FOOLS!!!

(remember, it is April 1st)



Archives Revolving Fund

Allocated to state agencies for services the division provides. (RCW 40.14.025)

Allocation is based on each agency's budgeted FTE and number of boxes stored in the Records Center.

Rates do not change during the biennium (even if an agency increases/decreases FTE or number of boxes stored in the Records Center).

Changes to the Archives Division revolving fund budget are reflected in the allocation to agencies using the above formula.

About the Archives Division

**Documents the history of public government in
Washington State**

Promotes efficient records management

Major Program Services:

Archives Services

Records Center

Imaging & Preservation Services

Archives Services

Collects, restores, preserves and provides access to state records.

Regional depositories serve local and state agencies throughout the state.

Records management consultation to state and local agencies.

Program costs are supported by revolving fund charges and local fee revenue. 2005-07 budget will propose increases in all three service areas.

Records Center

Secure storage for semi-active and inactive state agency records.

Provides reference and circulates records requested by state agencies.

Disposal of obsolete records.

Training to state agencies in records center use.

Program costs are supported by revolving fund charges.
No anticipated increases in 2005-07 budget.

Records Center

Outstanding service at an excellent price!

Cost Comparison for one box from pickup to disposal – Private Vendor versus Records Center

State Records Center (2003-05 rates)

\$6.47

Vendor X (2003 rates)

\$8.55

SAVINGS

32%

Records Center

Service Enhancements

Expansion of the Records Center

Expansion completed July 2003. Additional 15,500 square feet of low cost storage for state agency records.

Records Center

Service Enhancement Coming Soon!

Records Management System - RMS

New system will provide online access to state agencies to:

- Request records or supplies.
- Complete/submit new box transmittal forms.
- Request various reports of records stored.
- View schedule database to verify record process.

Imaging & Preservation Services

Microfilm processing and duplication services to state and private/local agencies.

Digital imaging services to state and private/local agencies.

Program costs supported by fee for service. Rates are proposed to increase for analog imaging services and decrease digital imaging services.

Imaging & Preservation Services

Security microfilm storage for state and local agencies.

Program costs supported by revolving fund charges and local fee revenue. The 2005-07 budget will propose continuing the local agency security microfilm inspection from local fee revenue.

Imaging & Preservation Services

Microfilm Service Offerings

- Digital to Film output
- Document Preparation
- 16MM filming
- 35MM filming
- Film Processing
- Aperture Cards
- Microfiche Jackets
- Diazo and Silver Duplication
- Pick up and Delivery
- Microfilm Destruction
- Free Estimates and Samples

Imaging & Preservation Services

Scanning Service Offerings

- Microfilm Scanning
- Paper Scanning
- Document Indexing
- CD-ROM Creation and Duplication

Imaging & Preservation Services

Digital Imaging Services provide you with:

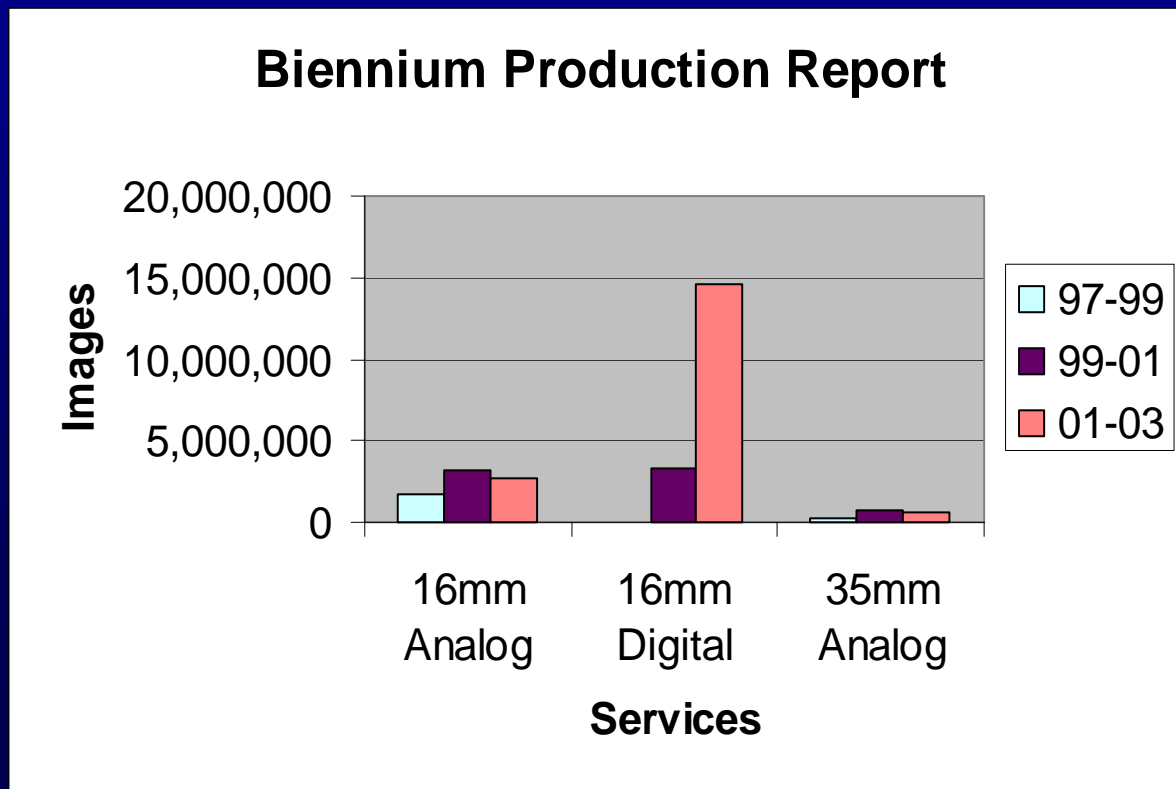
Documents that are preserved indefinitely.

Documents that have ongoing access shielded
from technological change.

Proposed rates in line with private vendors.

Imaging & Preservation Services

**Digital Image services increase due to
Archive Writer technology:**



Productivity Board

- Employee Suggestion Program
- Teamwork Incentive Program

Note: Awards are paid by the agency/division where the individual or team is located and/or from the benefiting fund.

- Administers Public Service Recognition Week